



**North Carolina Department of Health and Human Services
Division of Aging and Adult Services**

2101 Mail Service Center • Raleigh, North Carolina 27699-2101
Tel 919 733-3983 • Fax No. 919 733-0443

Michael F. Easley, Governor
Dempsey Benton, Secretary

Dennis W. Streets
Director

DAAS Administrative Letter No. 08-6

To: AAA Directors, COG Finance Officers
From: Dennis W. Streets *Dennis W. Streets*
Subject: SFY 08-09 Family Caregiver Support Program (FCSP) Budget and Reporting Instructions
Date: July 23, 2008

In previous years of the FCSP, the units of delivered service were reported in a stand alone access database. Last year began the integration of FCSP reporting into the web-based Aging Resources Management System (ARMS) and the implementation of Progress Check. Since that time, units of service were only captured in the five general categories in ARMS, not by service code. To adhere to federal reporting requirements, it is necessary to match program funds to units when client registration is necessary. This change in reporting will be required effective August 1, 2008.

Also due to the 2006 reauthorization of the Older Americans Act, modifications needed to be made to services. The transportation code was changed from 825 to 863 to reflect a change in service category. Congregate meals were added as an approved service under Supplemental Services (Category V). This is now code 864. There were a few other minor changes in wording.

Attached are the FCSP reporting requirements. This document defines the reporting includes the new budget service codes, unit definition, and the required reporting system. Please note that changes are reflected in red.

If you should have any questions about this change, please contact Jody Riddle (Jody.Riddle@ncmail.net) at (919) 733-8400.

Attachment

cc: Family Caregiver Support Specialist
DAAS Staff

NON-UNIT REIMBURSE- MENT	BUDGET SERVICE CODES		CLIENT REGISTRATION	UNIT DEFINITION	Required Reporting System
		BUDGET CODE 810: Category I (Information)			
X	811	Community and program planning, development, and administration	NO	non-unit	Progress Check
X	812	Informational/educational programs (large group)	Estimated audience size	1 activity	Progress Check
X	813	Organization and/or participation in community events (e.g., health or resource fairs)	Estimated audience size	1 activity	Progress Check
X	814	Program promotion (e.g., public service announcements and advertisements)	Estimated audience size	1 activity	Progress Check
X	815	Public information (e.g., printing and distribution of publications, radio, television & newspaper stories)	Estimated audience size	1 activity	Progress Check
X	816	Other as approved by DAAS	Estimated audience size	2 activity	Progress Check
		BUDGET CODE 820: Category II (Assistance with Access)			
X	821	Community and program planning, development, and administration	NO	non-unit	Progress Check
X	822	Information & Assistance (I&A)-unregistered	NO	1 contact	Progress Check
X	823	Care management (assessment, care planning & coordination)	YES	1 contact	ARMS
X	824	Develop caregiver emergency plan (e.g., hospitalization plan, back-up respite service, and enrollment on special needs registry)	YES	1 contact	ARMS
X	825	Delete transportation and move to 863	YES	1 one-way ride	ARMS
X	826	Other as approved by DAAS	YES	TBD	ARMS
		BUDGET CODE: 830 Category III (Caregiver Counseling, Caregiver Training, and Support Groups)			
X	831	Community and program planning, development, organization, and administration	NO	non-unit	Progress Check
X	832	Caregiver counseling (caregiver issues, end of life, grief)	YES	1 session	ARMS
X	833	Support groups (caregiver, widow, peer, disease specific and grief)	YES	1 session	ARMS
X	834	Workplace caregiver support (e.g., coordination with employer-sponsored caregiver assistance programs)	YES	1 session	ARMS
X	835	Caregiver training programs	YES	1 session	ARMS
X	836	Other as approved by DAAS	YES	TBD	ARMS
		BUDGET CODE: 840 Category IV (Respite)			
X	841	Community and program administration (contract negotiation, reporting, reimbursement, accounting, monitoring and Q.A.)	NO	non-unit	Progress Check
X	842	In-home respite (personal care, homemaker assistance and home chore , Senior Companions/home visitors)	YES	1 hour	ARMS
X	843	Community respite (adult day center, group respite center, mobile day respite, or other nonresidential program)	YES	1 day	ARMS
X	844	Emergency respite program (in-home)	YES	1 hour	ARMS

<i>840 Category IV (Respite) Continued</i>					
X	845	Emergency respite program (out of home)	YES	1 day	ARMS
X	846	Institutional respite (institutional setting such as a nursing home or assisted living for a short period of time)	YES	1 day	ARMS
X	847	Summer camps, after-school programs or child day-care (for grandparents caring for grandchildren)	YES	1 day	ARMS
X	848	Other short-term respite options (e.g., respite camps and caregiver retreats)	YES	1 day	ARMS
X	849	Other as approved by DAAS	YES	TBD	ARMS
		BUDGET CODE: 850 Category V (Supplemental Services)			
X	851	Community and program administration (contract negotiation, reporting, reimbursement, accounting, monitoring and Q.A.)	NO	non-unit	Progress Check
X	852	Home safety interventions/evaluations	YES	1 evaluation	ARMS
X	853	Handy man or yard work	YES	1 completed job	ARMS
X	854	Medical equipment and assistive technology devices/services (not covered by insurance)	YES	1 payment	ARMS
X	855	Home modifications/accessibility (e.g., grab bars, ramps, etc.)	YES	1 modification	ARMS
X	856	Personal emergency response alarm systems	YES	1 installation	ARMS
X	857	Incontinence supplies	YES	1 package or box	ARMS
X	858	Telephone reassurance	YES	1 call	ARMS
X	859	Liquid nutritional supplements (e.g., Ensure or Boost)	YES	2 cans	ARMS
X	860	Home delivered meals (temporary)	YES	1 meal	ARMS
X	861	Legal assistance	YES	1 session	ARMS
X	862	Other as approved by DAAS	YES	TBD	ARMS
X	863	Transportation	YES	1 way trip	ARMS
X	864	Congregate Meals	YES	1 meal	ARMS

Revised:
12/17/2007
6/3/2008